



KidzCare
PEDIATRICS

Accessible, Affordable, Quality Care
@ Patient Centered Medical Home



MEDICAL RECORDS RELEASE POLICY AND PROCEDURES

Effective as of January 01, 2011 our medical records release policy has made the following changes:

1. A medical records release must be filled out or requested on our patient portal by the parent or legal guardian of the patient **PRIOR** to the copying of any medical records. Please request or fill out one release per patient.
2. All medical records 12 pages or more will be copied for our personal use for a fee of \$15.00 per patient. Medical records less than 12 pages will copied for your personal use one (1) time free of charge. All additional requests will have a \$15.00 charge. Please allow 10 business days for this to be completed.
3. If you are transferring to another physician you may complete a medical records request for your child's records to be forwarded to your new provider at no charge to you. Please allow 30 business days for this transfer to be completed.
4. All shot records will be copied one-time as a courtesy for your personal use. All additional copies will have a charge of \$5.00. Please allow 2 business days for this process to be completed.
5. All school, sports, daycare physicals or similar forms will be completed within 2 business days at no charge. Duplicate copies of these forms will be available within 5 business days and will have a charge of \$10.00.

I have read and understand the **OFFICE POLICIES & PROCEDURES** and **MEDICAL RECORDS RELEASE POLICY AND PROCEDURES**.

Signature of parent/legal representative

Date

State relationship if other than parent

Signature of Witness